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Calendar of conferences and meetings: improved utilization of conference-servicing resources: meeting statistics of United Nations organs

Report of the Secretary-General

1. Annex I to the present document contains statistical data on the planned and actual utilization of conference resources allocated to a core sample of bodies that met in New York, Geneva, Vienna and Nairobi in 1999, compiled in accordance with the experimental methodology adopted as final by the Committee on Conferences at its 348th meeting, on 18 May 1993. The data include compliance and availability indices for assessing compliance with the deadlines for the submission of pre-session documentation and availability of such documentation for bodies based in New York, Geneva, Vienna and Nairobi.

2. In compliance with the request of the Committee at its substantive session in 2000, utilization factors for a three-year period are provided and organs are listed in the order of their utilization factors for 1999.

3. Annex II contains an analysis of the statistics, including the overall utilization factor, and a breakdown in terms of percentages of the meeting ratio and planning accuracy factor of the bodies in the sample.

4. In general, the bodies in the sample meet on a regular basis and it may be assumed that their performance is a reflection of United Nations bodies as a whole. Clearly, however, such indicators as the utilization factor can depend on particulars that do not apply to all United Nations bodies.

5. In accordance with decisions of the Committee on Conferences, the time utilized for informal meetings or consultations held before the start or after the adjournment of officially scheduled meetings is not included as time lost owing to late starting or early ending of meetings.

6. An explanation of column headings that appear in the annexes follows:

A Number of meetings planned by a given organ at a scheduled session;

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B Number of additional meetings held during the session;

C Number of meetings cancelled during the session;

D Number of meetings actually held;

E Number of unrelated reassignments;

F Amount of time lost owing to late starting/early ending (hours and minutes rounded to the nearest five minutes, e.g., 5.25 = 5 hours and 25 minutes);

MR Meeting ratio, calculated as meetings held as a percentage of meetings available to a given body (D as a percentage of A);

PAF Planning accuracy factor, calculated as meetings planned, minus additional meetings, minus cancellations, all as a percentage of meetings planned (A minus B minus C as a percentage of A);

UF Utilization factor, the percentage of available conference resources actually used by the organ in question. The utilization factor is based on the following calculation:

$$\frac{(A+B) - (C-E) - (F/3)}{(A+B)} = UF$$

In the foregoing calculation, the number of hours lost as a result of late starting and early ending is converted into the equivalent of meetings lost by dividing the total by three, as the standard meeting time is three hours. The number of unrelated assignments is subtracted from the number of cancelled meetings. The difference between the two and the number of meetings lost are then subtracted from the sum of meetings planned and additional meetings held. The result is expressed as a percentage of the sum of meetings planned and additional meetings held;

CI Compliance index, calculated as the percentage of pre-session documentation issued in accordance with the six-week rule;

AI Availability index, calculated as the actual rate of delivery presented on a week-by-week basis.

Annex I

A. New York

	A	B	C	D	E	F	MR	PAF	UF	MINUTES	CI	AI Issued by end of week					
												6	5	4	3	2	1
Committee on Conferences, 30 August-3 September 1999	6	1	0	7	0	0.15/0.05	117	83	98	20.00	40	0	6	6	0	24	24
1-4 September 1998	8	0	1	7	1	1.00/0.45	88	88	93		11	33	0	0	45	11	0
25-28 August 1997	6	0	1	5	1	0.20/0.00	83	83	98		40	0	0	10	10	10	30
Economic and Social Council resumed organizational session, 6-7 May 1999	4	0	1	3	1	0.25/0.00	75	75	97	25.00	11	0	11	28	6	22	22
resumed organizational 7-8 May 1998	4	0	3	1	1	0.20/0.00	25	25	47		0	0	5	9	9	14	45
resumed organizational 1-2 May 1997	4	0	0	4	0	1.35/3.50	100	100	55								
United Nations Commission on International Trade Law (UNCITRAL) — Working Group on International Contract Practices, thirtieth session, 1-12 March 1999	18	0	1	17	1	3.00/0	94	94	94	180.00	100	0	0	0	0	0	0
2-13 March 1998 (New York)	18	0	1	17	1	2.40/0.00	94	94	95		58	0	25	0	17	0	0
20-31 October 1997 (Vienna)	16	0	1	15	0	1.40/1.45	94	94	87		100	0	0	0	0	0	0
General Assembly, resumed fifty-third session, Fifth Committee 8-26 March 1999	40	8	2	46	0	7.15/0.10	115	75	91	445.00	77	0	0	0	3	15	3
resumed fifty-second session, 11-29 May 1998	28	7	1	34	0	8.30/2.15	121	71	87		52	3	3	4	9	8	5
resumed fifty-first session, 10-27 March 1997	28	8	0	36	0	7.20/2.20	129	71	91		0	33	0	0	0	33	0
Human Rights Committee, sixty-fifth session, 22 March-9 April 1999	26	0	1	25	0	4.55/0.05	96	96	90	300.00	50	17	0	0	0	33	0
Sixty-second session, 23 March-9 April 1998	26	0	0	26	0	8.00/2.10	100	100	87		NA						

	A	B	C	D	E	F	MR	PAF	UF	MINUTES	CI	AI Issued by end of week					
												6	5	4	3	2	1
Fifty-ninth session, 24 March-11 April 1997	28	0	1	27	0	7.40/1.00	96	96	86		27	12	0	13	15	17	16
Committee for Programme and Coordination, thirty-ninth session, 7 June-2 July 1999	45	19	2	62	1	16.55/.20	138	53	89	1 035.00	33	17	9	0	17	9	17
thirty-eighth session, 9 June-3 July 1998	40	9	11	38	0	10.50/0.15	120	50	70		50	7	14	7	7	0	0
thirty-seventh session, 9 June-3 July 1997	38	6	3	41	0	11.15/3.15	108	76	82		60	20	0	0	0	0	20
Commission on Population and Development, thirty-second session, as preparatory body for the General Assembly special session on Population and Development, 22 March-2 April 1999	16	5	0	21	0	4.55/2.35	131	69	88	450.00	46	15	15	0	8	8	8
thirty-first session, 23-27 February 1998	10	0	2	8	1	1.50/1.40	80	80	78		9	64	18	0	0	0	9
thirtieth session, 24-28 February 1997	10	0	2	8	2	1.50/4.10	80	80	80		0	9	9	28	9	28	17
United Nations Children's Fund (UNICEF) Executive Board, first regular session 19-22 January 1999	8	0	1	7	1	2.00/1.50	88	88	87	180.50	0	4	8	32	12	16	24
first regular session, 26-30 January 1998	8	0	1	7	1	1.20/0.05	88	88	94		0	7	7	4	36	25	18
first regular session, 20-24 January 1997	10	0	1	9	0	1.45/1.50	90	90	78		35	40	20	5	0	0	0
UNICEF, Executive Board, second regular session, 6-10 September 1999	8	0	1	7	1	3.05/.05	88	88	87	190.00	3	0	3	11	44	28	11
second regular session, 8-11 September 1998	8	0	1	7	1	2.05/2.00	88	88	83		7	0	2	23	7	21	37

	A	B	C	D	E	F	MR	PAF	UF	MINUTES	CI	AI Issued by end of week 6	5	4	3	2	1
second regular session, 18-19 March 1997	4	0	0	4	0	0.40/0.00	100	100	94		0	74	13	0	13	0	0
Commission on Sustainable Development, seventh session, 19-30 April 1999	30	4	2	32	1	6.25/6.25	107	80	84	770.00	73	3	0	3	0	9	6
20 April-1 May 1998	38	5	8	35	5	13.15/4.05	92	66	80		35	4	19	8	8	4	22
7-25 April 1997	55	4	2	57	0	15.30/4.15	104	89	85								
General Assembly, fifty-fourth session, Plenary 1999	125	17	38	104	25	19.40/11.35	83	56	84	1 875.00	NA						
fifty-third session, Plenary 1998	139	3	36	106	21	19.10/26.25	76	72	79		NA						
fifty-second session, Plenary 1997	125	10	34	101	13	20.55/38.20	81	65	70		NA						
UNICEF, Executive Board, annual session, 7-11 June 1999	10	0	0	10	0	3.05/2.00	100	100	83	305.00	0	8	0	0	0	34	58
annual session, 1-5 June 1998	10	0	1	9	0	2.15/2.35	90	90	74		29	0	0	0	43	14	14
annual session, 2-6 June 1997	10	0	1	9	0	2.40/2.40	90	90	72		18	0	0	9	64	9	0
Advisory Committee on Administrative and Budgetary Questions (ACABQ), 4 May-16 July 1999	103	2	10	95	3	3.55/32.35	92	88	82	2 190.00	NA						
4-22 May 1998	29	0	8	21	4	1.30/13.30	72	72	69		NA						
6 May-1 August 1997	123	0	15	108	5	7.15/36.50	88	88	80		NA						
Commission on the Status of Women, forty-third session, 1-19 March 1999	30	7	1	36	1	13.50/6.40	120	73	82	1 230.00	6	6	6	0	33	22	27
forty-second session, 2-13 May 1998	20	5	0	25	0	7.05/2.15	125	75	88		7	0	0	7	26	22	30
forty-first session, 10-21 March 1997	24	1	1	24	0	5.50/1.50	100	92	86		9	0	0	0	9	9	73

	A	B	C	D	E	F	MR	PAF	UF	MINUTES	CI	AI Issued by end of week 6	5	4	3	2	1
General Assembly, resumed fifty-third session, Fifth Committee, 10-28 May 1999	39	2	1	40	0	9.10/9.40	103	92	82	1 130.00	67	0	3	8	7	1	8
resumed fifty-second session, Fifth Committee, 17-21 August 1998	5	1	1	5	1	4.15/0.00	100	60	76		83	0	0	9	0	0	8
resumed fifty-first session, 12 May-6 June 1997	56	1	6	51	2	15.30/11.55	91	88	77		0	0	0	0	0	14	0
Statistical Commission, thirtieth session, 1-5 March 1999	10	0	2	8	1	1.10/1.25	80	80	81	155.00	20	14	6	40	14	3	3
twenty-ninth session, 11-14 February 1997	8	0	1	7	0	1.00/1.40	88	88	76		18	0	18	21	18	4	21
twenty-eighth session, 27 February-3 May 1995	10	0	2	8	0	0.15/2.20	80	80	70								
United Nations Development Programme (UNDP) and United Nations Population Fund (UNFPA), Executive Board, first regular session, 25-29 January 1999	9	0	0	9	0	2.10/3.00	100	100	81	310.00	6	38	31	6	6	13	0
first regular session, 19-23 January 1998	10	0	0	10	0	1.55/0.00	100	100	94		0	0	4	22	9	39	26
first regular session, 13-17 January 1997	10	1	0	11	0	1.05/0.50	110	90	94		25	25	37	0	0	13	0
Committee on Non-Governmental Organizations, 1-18 June 1999	30	3	2	31	1	17.20/0.50	103	83	79	1 090.00	0	5	0	16	16	26	11
18-29 May 1998 (split session)*	18	0	1	17	0	8.35/3.30	94	94	72		0	0	0	0	0	17	50
22-26 June 1998 (split session)*	10	0	0	10	0	5.20/0.10	100	100	82								
General Assembly, Fifth Committee, fifty-fourth session, 1999	174	12	29	157	2	24.20/10.25	90	76	79	2 085.00	NA						
fifty-third session, 1998	128	10	8	130	3	17.10/16.55	102	86	88		NA						
fifty-second session, 1997	113	28	16	125	9	42.30/23.00	111	61	80		NA						

	A	B	C	D	E	F	MR	PAF	UF	MINUTES	CI	AI Issued by end of week 6	5	4	3	2	1
General Assembly, fifty-fourth session, Sixth Committee, 1999	66	4	6	64	3	22.50/12.10	97	85	79	2 100.00	NA						
fifty-third session, 1998	67	8	6	69	3	20.30/29.35	103	79	74		NA						
fifty-second session, 1997	71	5	11	65	6	13.50/8.40	92	77	84		NA						
UNDP/UNFPA - Executive Board, second regular session 12-16 April 1999	10	0	1	9	0	2.05/1.15	90	90	79	200.00	0	17	17	50	8	8	0
second regular session, 20-24 April 1998	10	0	0	10	0	2.25/0.35	100	100	90		6	0	0	19	50	6	19
second regular session, 10-14 March 1997	10	0	0	10	0	2.05/0.00	100	100	93		25	0	0	13	50	12	0
Advisory Committee on Administrative and Budgetary Questions (ACABQ), 2 February-26 March 1999	75	0	9	66	4	2.45/31.50	88	88	78	2 075.00	NA						
3 February-27 March 1998	75	0	11	64	2	4.10/34.15	85	85	71		NA						
4 February-27 March 1997	72	0	9	63	2	5.20/41.30	88	88	69		NA						
General Assembly, fifty-fourth session, Third Committee, 1999	56	6	2	60	2	13.30/30.10	107	86	77	2 620.00	NA						
fifty-third session, 1998	63	6	11	58	8	14.10/23.25	92	73	77		NA						
fifty-second session, 1997	60	5	14	51	11	19.10/26.15	85	68	77		NA						
ACABQ 13 September-17 December 1999	138	0	37	101	21	7.55/44.50	73	73	76	3 165.00	NA						
1 September-18 December 1998	156	0	45	111	29	7.25/65.00	71	71	74		NA						
22 September-19 December 1997	134	0	20	114	8	10.20/53.55	85	85	75		NA						
Committee on Contributions, fifty-ninth session, 7-25 June 1999	30	0	10	20	6	4.45/4.45	67	67	76	570.00	0	0	10	20	0	50	20
fifty-eighth session, 8-26 June 1998	22	0	3	19	1	3.05/7.05	86	86	76		20	0	0	0	0	40	20

	A	B	C	D	E	F	MR	PAF	UF	MINUTES	CI	AI Issued by end of week 6	5	4	3	2	1
fifty-seventh session, 27 May-20 June 1997	30	1	3	28	2	7.50/1.35	93	87	87		0	0	29	14	14	14	29
Committee on Information, twenty-first session, 3-14 May 1999	20	0	6	14	4	4.25/4.15	70	70	76	520.00	22	11	0	0	11	0	33
twentieth session, 4-15 May 1998	19	0	7	12	5	6.50/7.00	63	63	65		25	0	25	0	25	0	25
nineteenth session, first part, 13-19 May 1997	5	2	0	7	0	3.25/2.25	140	60	72		22	0	0	0	34	22	22
nineteenth session, second part, 3-8 September 1997	6	0	5	1	3	0.30/2.00	17	17	53								
Special Committee on Peacekeeping Operations and its Working Group, 23 March-23 April 1999	42	0	7	35	5	10.00/13.55	83	83	76	1 435.00	0	0	0	100	0	0	0
30 March-24 April 1998	36	1	6	31	4	7.50/12.45	86	81	76		0	0	0	0	0	0	100
10 April-2 May 1997	32	2	3	31	0	8.05/6.25	97	84	77								
Commission for Social Development, thirty-seventh session, 9-19 February 1999	16	0	0	16	0	5.55/5.55	100	100	75	710.00	5	0	9	4	17	17	48
thirty-sixth session, 10-20 February 1998	16	0	0	16	0	8.15/3.55	100	100	75		10	10	0	15	50	5	10
thirty-fifth session, 25 February-6 March 1997	16	0	0	16	0	4.55/2.35	100	100	84		20	0	0	0	14	20	33
General Assembly, fifty-fourth session, Special Political and Decolonization Committee (Fourth Committee), 1999	30	1	4	27	3	5.40/15.40	90	83	74	1 280.00	NA						
fifty-third session, 1998	30	0	6	24	5	3.25/14.40	80	80	77		NA						
fifty-second session, 1997	31	1	7	25	4	4.00/18.40	81	74	67		NA						

	A	B	C	D	E	F	MR	PAF	UF	MINUTES	CI	AI Issued by end of week 6	5	4	3	2	1
UNDP/UNFPA - Executive Board, third regular session, 13-17 September 1999	10	1	1	10	0	3.45/2.15	100	80	73	360.00	11	3	0	6	6	14	54
third regular session, 14-22 September 1998	10	1	0	11	0	3.20/7.25	110	90	67		7	0	4	11	19	15	41
third regular session, 15-19 September 1997	10	1	0	11	0	1.45/0.15	110	90	94		17	22	11	17	0	5	22
International Civil Service Commission, fiftieth session, 19-30 Jv'y 1999	20	0	4	16	0	3.45/1.15	80	80	72	300.00	0	0	0	0	25	25	25
forty-eighth session, 27 July-7 August 1998	19	0	2	17	0	3.45/0.50	89	89	81		0	0	0	10	0	10	40
forty-sixth session, 14-25 July 1997	18	1	2	17	0	4.35/0.00	94	83	81		0	0	0	13	0	25	50
Economic and Social Council, organizational session, 2-5 February 1999	8	1	3	6	2	1.00/3.45	75	50	71	285.00	33	17	9	0	17	9	17
organizational session, 3-6 February 1998	8	0	4	4	2	1.00/1.55	50	50	63		0	0	0	0	34	34	32
organizational session, 4-7 February 1997	8	1	4	5	3	0.30/1.30	63	38	81		0	0	0	0	60	20	20
General Assembly, fifty-fourth session, Second Committee, 1999	70	18	9	79	4	23.50/40.30	113	61	70	3 860.00	NA						
fifty-third session, 1998	77	3	20	60	14	12.25/25.35	78	70	77		NA						
fifty-second session, 1997	71	12	8	75	5	25.40/17.25	106	72	79		NA						
General Assembly, fifty-fourth session, First Committee, 1999	34	0	6	28	6	5.20/26.25	82	82	69	1 905.00	NA						
fifty-third session, 1998	34	2	4	32	2	3.20/17.35	94	82	75		NA						
fifty-second session, 1997	34	0	3	31	2	10.10/24.50	91	91	63		NA						

	A	B	C	D	E	F	MR	PAF	UF	MINUTES	CI	AI Issued by end of week 6	5	4	3	2	1
Special Committee on the Charter of the United Nations and on the Strengthening of the Role of the Organization, 12-23 April 1999	20	0	5	15	2	7.40/6.10	75	75	62	830.00	33	0	0	0	0	0	67
26 January-6 February 1998	18	0	3	15	0	5.15/4.25	83	83	65								
27 January-7 February 1997	20	0	4	16	2	5.10/5.40	80	80	72								
Disarmament Commission, 12-30 April 1999	51	1	4	48	0	23.05/30.35	94	90	58	3 220.00	0	0	0	100	0	0	0
6-28 April 1998*	52	0	8	44	6	16.50/22.10	85	85	71		50	0	0	0	0	50	0

* Statistics not reported for 1997.

B. Geneva

	A	B	C	D	E	F	MR	PAF	UF	MINUTES	CI	AI Issued by end of week 6	5	4	3	2	1
International Law Commission, fifty-first session, 3 May-23 July 1999	92	0	0	92	0	4.05/2.25	100	100	98	390.00	NA						
fiftieth session, 20 April-12 May 1998	63	0	2	61	0	5.30/5.20	97	97	91		NA						
forty-ninth session, 12 May-18 July 1997	79	2	0	81	0	2.40/4.05	103	97	97		NA						
Human Rights Committee, sixty-seventh session, 18 October-5 November 1999	30	0	1	29	0	3.35/0.30	97	97	92	245.00	5	0	0	8	14	2	71
sixty-fourth session, 19 October-6 November 1998	30	0	1	29	0	4.55/0.20	97	97	91		75	25	0	0	0	0	0
sixtieth session, 20 October-7 November 1997	30	0	1	29	0	3.51/0.40	97	97	91		33	18	7	0	0	14	28
Committee on Economic, Social and Cultural Rights, twenty-first session, 15 November-3 December 1999	30	0	1	29	0	3.55/1.20	97	97	91	315.00	0	0	0	0	0	0	100
nineteenth session, 16 November-4 December 1998	30	0	1	29	0	3.55/1.05	97	97	91		0	0	0	0	0	0	0
seventeenth session, 17 November-5 December 1997	30	0	2	28	0	2.25/1.05	93	93	89		0	0	0	0	0	0	0
Commission on Human Rights, fifty-fifth session, 22 March-30 April 1999	54	26	4	76	0	4.00/8.25	141	44	90	745.00	30	0	13	0	23	12	22
fifty-fourth session, 16 March-24 April 1998	54	12	2	64	0	2.20/7.35	119	74	92		66	23	0	7	2	2	0
fifty-third session, 10 March-18 April 1997	54	21	1	74	0	18.50/4.10	137	59	88		15	16	8	12	17	17	15
Committee on the Elimination of Racial Discrimination, fifty-fifth session, 2-27 August 1999	40	0	1	39	0	3.40/5.20	98	98	90	540.00	1	0	9	0	70	3	17

	A	B	C	D	E	F	MR	PAF	UF	MINUTES	CI	AI Issued by end of week 6	5	4	3	2	1
fifty-third session, 3-21 August 1998	30	0	1	39	0	5.20/3.40	97	97	87		79	1	6	0	4	10	0
fifty-first session, 4-22 August 1997	31	1	0	32	0	0.25/1.05	103	97	98								
Sub-Committee of Experts on the Transport of Dangerous Goods, 6-15 December 1999	16	0	1	15	0	0.15/1.45	94	94	90	115.00	3	6	42	40	0	9	0
8-17 December 1997	18	0	0	18	0	0.15/2.25	100	100	97		4	11	16	37	15	17	0
4-15 July 1994	20	0	1	19	0	0.00/0.30	95	95	95								
Committee on the Elimination of Racial Discrimination, fifty-fourth session, 1-19 March 1999	30	0	1	29	0	4.55/2.10	97	97	89	425.00	48	19	7	7	0	19	0
fifty-second session, 2-20 March 1998	30	0	0	30	0	3.40/2.05	100	100	94		49	9	0	15	0	0	27
fiftieth session, 3-21 March 1997	30	0	0	30	0	1.00/1.05	100	100	98		48	4	21	12	9	6	0
Committee on the Rights of the Child, twentieth session, 11-29 January 1999	28	0	2	26	0	2.50/1.35	93	93	88	265.00	0	12	18	50	0	20	0
seventeenth session, 5-23 January 1998	30	0	3	27	0	3.50/5.50	90	90	80		21	0	0	31	48	0	0
fourteenth session, 6-24 January 1997	30	0	2	28	0	5.05/3.55	93	93	83		41	8	7	0	44	0	0
Human Rights Committee, sixty-sixth session, 12-30 July 1999	30	3	1	32	0	3.10/6.50	107	87	87	600.00	7	0	4	16	21	31	21
sixty-third session, 13-31 July 1998	30	0	1	29	0	3.40/0.10	97	97	92		92	0	2	0	1	3	2
fifty-ninth session, 14 July-1 August 1997	30	0	1	29	0	2.45/1.55	97	97	91		33	18	7	0	0	14	28
Committee on Economic, Social and Cultural Rights, twentieth session, 26 April-14 May 1999	28	0	1	27	0	2.30/7.05	96	96	85	575.00	19	0	0	0	81	0	0
eighteenth session, 27 April-15 May 1998	30	0	2	28	0	3.25/1.05	93	93	88		100	0	0	0	0	0	0
sixteenth session, 28 April-16 May 1997	28	0	2	26	0	0.50/0.50	93	93	91		96	0	0	1	3	0	0

	A	B	C	D	E	F	MR	PAF	UF	MINUTES	CI	AI Issued by end of week 6	5	4	3	2	1
Committee on the Rights of the Child, twenty-second session, 20 September-1 October 1999 and Special Meeting, 30 September-1 October 1999	36	0	1	35	0	4.15/9.20	97	97	85	815.00	100	0	0	0	0	0	0
nineteenth session, 21 September-9 October 1998	30	0	2	28	0	2.25/2.40	93	93	88		100	0	0	0	0	0	0
sixteenth session, 22 September-10 October 1997	30	0	2	28	0	1.50/1.50	93	93	89		50	50	0	0	0	0	0
Committee on the Rights of the Child, twenty-first session, 17 May-4 June 1999	28	0	3	25	0	1.05/4.40	89	89	82	345.00	39	25	0	0	0	0	36
eighteenth session, 18 May-5 June 1998	26	0	1	25	0	2.00/2.10	96	96	91		100	0	0	0	0	0	0
fifteenth session, 20 May-6 June 1997	28	0	1	27	0	3.10/2.25	96	96	90		15	6	0	44	0	12	23
United Nations Conference on Trade and Development (UNCTAD), Trade and Development Board, forty-sixth session, 18-29 October 1999	20	2	0	22	0	6.15/5.30	110	90	82	705.00	0	0	0	0	0	23	77
forty-fifth session, 12-23 October 1998	20	4	0	24	0	3.40/5.20	120	80	88		98	0	0	0	0	2	0
forty-fourth session, 13-24 October 1997	20	2	0	22	0	5.05/7.25	110	90	81		15	35	19	30	0	0	1
Special Committee to Investigate Israeli Practices Affecting the Human Rights of the Palestinian People and other Arabs of the Occupied Territories, 17-18 May 1999	3	0	0	3	0	0.20/1.35	100	100	79	115.00	0	0	0	0	0	0	0
2-4 March 1998	6	0	1	5	0	0.40/3.05	83	83	63		0	60	0	40	0	0	0
17-19 February 1997	6	0	2	4	0	0.55/3.05	67	67	44		0	0	0	0	0	0	0

	A	B	C	D	E	F	MR	PAF	UF	MINUTES	CI	AI Issued by end of week 6	5	4	3	2	1
Sub-Commission on the Promotion and Protection of Human Rights — Working Group on Indigenous Populations, seventeenth session 27-31 July 1999	10	0	0	10	0	3.00/3.35	100	100	78	395.00	0	1	2	17	74	0	5
sixteenth session, 27-31 July 1998	10	3	0	13	0	4.10/2.50	130	70	82		0	0	0	0	0	0	0
fifteenth session, 28 July-1 August 1997**	10	3	1	12	0	1.35/5.40	120	60	81		100	0	0	0	0	0	0
Committee Against Torture, twenty-second session, 22 April-14 May 1999	28	0	1	27	0	1.50/14.55	96	96	76	1 005.00	0	0	0	27	37	36	0
twentieth session, 4 April-22 May 1998	28	0	1	27	0	4.10/11.35	96	96	78		41	43	0	7	0	9	0
eighteenth session, 28 April-18 May 1997	18	0	0	18	0	1.35/2.05	100	100	93		54	11	6	0	3	8	18
Committee Against Torture, twenty-third session, 8-19 November 1999	20	0	1	19	0	1.35/9.35	95	95	76	670.00	0	0	0	78	22	0	0
twenty-first session, 9-20 November 1998	20	0	1	19	0	1.35/5.35	95	95	83		20	0	0	0	6	0	74
nineteenth session, 10-21 November 1997	20	0	1	19	0	2.10/1.50	95	95	88		27	21	13	26	0	0	13
Sub-Committee of Experts on the Transport of Dangerous Goods, 5-16 July 1999	20	0	6	14	0	0.15/0.20	70	70	69	35.00	21	23	11	0	0	46	0
29 May-10 July 1998*	10	0	0	10	0	0.00/1.00	100	100	97		0	22	0	0	54	11	13
7-17 July 1997	10	0	0	10	0	0.45/1.45	100	100	95		39	3	58	0	0	0	0
Special Committee to Investigate Israeli Practices Affecting the Human Rights of the Palestinian People and other Arabs of the Occupied Territories, 17-20 August 1999	8	0	0	8	0	1.30/8.10	100	100	60	580.00	0	0	0	0	0	0	0

	A	B	C	D	E	F	MR	PAF	UF	MINUTES	CI	AI Issued by end of week					
												6	5	4	3	2	1
21 July 1998	10	0	0	1	0	0.10/0.00	100	100	97		0	0	0	0	0	0	0
25-29 August 1997	10	0	3	7	0	0.15/0.00	70	70	53		0	0	0	0	0	0	0
Economic and Social Council, substantive session, 5-30 July 1999	80	2	22	60	0	18.35/20.55	75	70	57	2 370.00	0	0	0	0	0	0	0
6-31 July 1998 — (met in New York)	70	5	16	59	9	14.30/14.25	84	70	78		14	3	3	3	13	17	19
30 June-25 July 1997	72	1	12	61	0	13.00/22.10	85	82	72		0	0	0	0	0	0	0

* Statistics not reported for 1997.
** Statistics not reported for 1998.

C. Vienna

	A	B	C	D	E	F	MR	PAF	UF	MINUTES	CI	AI Issued by end of week 6	5	4	3	2	1
International Narcotics Control Board, sixty-sixth session, 10-21 May 1999	20	0	0	20	0	0.35/0.55	100	100	98	90.00	16	5	8	18	3	16	29
sixty-fourth session, 18-29 May 1998	20	0	0	20	0	0.25/1.10	100	100	97		5	7	5	18	14	17	27
sixty-second session, 5-16 May 1997	20	0	0	20	0	1.15/0.20	100	100	97		13	5	0	31	0	6	44
International Narcotics Control Board, sixty-seventh session, 1-18 November 1999	28	0	0	28	0	1.25/0.00	100	100	98	85.00	13	1	4	7	7	21	23
sixty-fifth session, 2-19 November 1998	28	0	0	28	0	0.50/0.00	100	100	99		0	0	3	8	6	22	36
sixty-third session, 3-20 November 1997	28	0	0	28	0	0.45/0.25	100	100	99		5	0	8	15	10	18	44
United Nations Scientific Committee on the Effects of Atomic Radiation (UNSCEAR), forty-eighth session, 12-16 April 1999	10	0	0	10	0	0.0/2.55	100	100	90	175.00	54	8	15	15	0	0	8
forty-seventh session, 25-29 May 1998	10	0	1	9	0	0.05/0.30	90	90	88		60	10	20	0	0	0	10
forty-sixth session, 16-20 June 1997	16	0	0	16	0	0.05/3.35	100	100	92		55	36	9	0	0	0	0
UNCITRAL — Working Group on International Contract Practices, thirty-first session, 11-22 October 1999	18	0	1	17	0	2.00/0.40	94	94	90	160.00	54	8	4	4	8	0	4
5-16 October 1998	18	0	1	17	0	1.50/0.30	94	94	90		NA						
20-31 October 1997	16	0	1	15	0	1.40/1.45	94	94	87		100	0	0	0	0	0	0
Committee on the Peaceful Uses of Outer Space (COPUOS) — Scientific and Technical Subcommittee, thirty-sixth session, 22-26 February 1999	10	1	0	11	0	3.05/0.40	110	90	89	225.00	7	4	8	14	17	29	7
thirty-fifth session, 9-20 February 1998	19	0	1	18	0	5.30/3.55	95	95	80		5	9	9	7	10	19	12

	A	B	C	D	E	F	MR	PAF	UF	MINUTES	CI	AI Issued by end of week 6	5	4	3	2	1
thirty-fourth session, 17-28 February 1997	18	0	0	18	0	2.50/4.00	100	100	87		16	9	9	15	25	15	11
UNCITRAL, thirty-second session, 17 May-4 June 1999	26	0	1	25	0	3.55/1.40	96	96	89	335.00	26	8	6	6	21	7	17
thirty-first session, 1-12 June 1998 (New York)	20	1	1	19	0	4.05/0.05	95	95	98		35	16	5	10	9	16	2
thirtieth session, 12-30 May 1997	26	0	1	25	0	4.15/2.55	96	96	87		68	5	5	6	0	5	11
UNCITRAL Working Group on Electronic Commerce, 8-19 February 1999	18	0	1	17	0	3.05/0.25	94	94	88	210.00	92	8	0	0	0	0	0
19-30 January 1998	18	0	0	18	0	2.55/0.40	100	100	93		0	0	8	0	0	25	67
18-28 February 1997 (New York)	16	0	1	15	0	2.50/0.00	94	94	88		0	17	0	83	0	0	0
Committee on the Peaceful Uses of Outer Space (COPUOS), forty-second session, 14-16 July 1999	6	0	0	6	0	1.55/0.50	100	100	85	165.00	39	0	3	10	29	0	0
forty-first session, 3-12 June 1998	16	0	0	16	0	4.30/2.20	100	100	85		76	0	0	0	0	2	22
fortieth session, 2-13 June 1997	12	0	1	11	0	2.10/6.20	92	92	68		96	0	0	0	0	0	4
Commission on Narcotic Drugs, forty-second session, 16-25 March 1999	16	0	1	15	0	4.55/1.25	94	94	81	380.00	22	6	1	8	10	13	26
forty-first session, 11-13 March 1998	6	0	0	6	0	1.50/1.56	100	100	83		6	0	9	11	9	23	32
fortieth session, 18-25 March 1997	12	0	0	12	0	2.25/5.00	100	100	79		2	6	8	12	8	20	44
Commission on Crime Prevention and Criminal Justice, eighth session, 27 April-6 May 1999	16	0	0	16	0	4.25/8.30	100	100	73	775.00	2	11	3	2	3	16	20
seventh session, 21-30 April 1998	16	0	1	15	0	4.40/4.40	94	94	75		6	6	4	5	2	5	44
sixth session, 28 April-9 May 1997	16	0	0	16	0	3.10/0.10	100	100	93		10	3	15	6	9	25	31

	A	B	C	D	E	F	MR	PAF	UF	MINUTES	CI	AI Issued by end of week 6	5	4	3	2	1
Committee on the Peaceful Uses of Outer Space (COPUOS), Legal Subcommittee, thirty-eighth session, 1-5 March 1999	10	0	1	9	0	2.55/2.50	90	90	71	345.00	0	0	0	0	0	43	29
thirty-seventh session, 23 March-3 April 1998	20	0	0	13	0	4.35/6.35	65	100	81		13	0	0	7	33	7	40
thirty-sixth session, 1-18 April 1997	11	0	0	11	0	2.40/7.00	100	100	71		82	9	0	4	0	0	4
Commission on Narcotic Drugs, forty-second session, Committee of the Whole, 17-22 March 1999	4	0	0	4	0	2.10/2.00	100	100	65	250.00	22	6	1	8	10	13	26
forty-first session, 16-20 March 1998	10	2	0	12	0	3.50/0.40	120	80	92		2	6	1	20	35	18	18

No statistics for 1997.

D. Nairobi

	A	B	C	D	E	F	MR	PAF	UF	MINUTES	CI	AI Issued by end of week 6	5	4	3	2	1
Organizational session of the preparatory committee for the special session of the General Assembly in 2001 on the overall review and appraisal of the Habitat Agenda, 13-14 May 1999	6	0	0	6	0	1.25	100	100	92	85.00							
Governing Council, twentieth session 1-5 February 1999	10	3	0	13	0	6.50	130	70	82	410.00							
special session, 20-22 May 1998	6	0	0	6	0	4.22	100	100	76								
nineteenth session, 27 January-7 February 1997	34	2	0	36	0		106	94									
Commission on Human Settlements, seventeenth session, 5-12 May 1999	21	4	0	25	0	12.30	119	81	83	750.00							
sixteenth session, 28 April-7 May 1997	32	0	0	32	0		100	100									

Annex II

Analysis of the statistics

1. The overall utilization factor for 1999 was 81 per cent. This figure is computed by totalling the data in the six columns for all bodies in the four locations and treating them as if they reflected a single body, as follows:

Duty station	*A*	*B*	*C*	*D*	*E*	*F (minutes)*	*1997 UF*	*1998 UF*	*1999 UF*
New York	1 427	112	208	1 331	101	39 400	78	77	79
Geneva	631	33	47	617	0	11 250	87	87	84
Vienna	182	1	5	178	0	3 195	88	88	88
Nairobi	37	7	0	44	0	1 245			84
	2 277	**153**	**260**	**2 170**	**101**	**55 090**	**81**	**81**	**81**

2. The overall utilization factor for 1999, 81 per cent, is the same as it was in 1998 and 1997. Vienna and Geneva showed a decrease of one and four percentage points, respectively, but this was offset by a two percentage point gain in New York. The downward trend in Geneva and the improvement in New York were both overall.

3. The utilization factors for the bodies in the sample for the period from 1997 to 1999 are presented below in tabular form for purposes of comparison:

Utilization factor (percentage)	*Number of sessions*		
	1997	*1998*	*1999*
0-19	-	-	-
20-29	-	1	-
30-39	-	-	-
40-49	3	2	-
50-59	2	2	-
60-69	6	8	7
70-79	17	24	22
80-100	46	46	42
Total number	**74**	**82**	**71**

4. In 1997 and 1998, 4 per cent and 2 per cent of the bodies, respectively, fell in the lowest range of 0-49 per cent, whereas none fell in that range in 1999. In 1997 and 1998, 34 per cent and 42 per cent, respectively, used 50 to 79 per cent of their resources; in 1999, 41 per cent did so. As to compliance with the benchmark, in 1997 and 1998, 62 per cent and 56 per cent of the bodies, respectively, showed a utilization factor of 80 per cent or higher. In 1999, 59 per cent of the bodies in the sample utilized 80 per cent or more of their available conference-servicing resources.

5. The figures are summarized as follows:

Percentage of resources utilized	*Percentage of sessions held*		
	1997	*1998*	*1999*
80-100	62	56	59
50-79	34	42	41
0-49	4	2	-

6. The following is a breakdown of the meeting ratios of the bodies in the sample for 1999:

Percentage	*Number of sessions*
10-19	-
20-29	-
30-39	-
40-49	-
50-59	-
60-69	1
70-79	7
80-89	10
90-100+	53
Total	71

7. Thus, in 1999, 11 per cent of the bodies in the sample had meeting ratios below 80 per cent; 89 per cent had meeting ratios above 80 per cent. Seventy-five per cent of the bodies had meeting ratios of 90 per cent or higher, that is 4 per cent more than in 1998.

8. The following is a breakdown of the planning accuracy factors of the bodies in the sample for 1999:

Percentage	*Number of sessions*
0-39	-
40-49	1
50-59	3
60-69	3
70-79	10
80-89	18
90-100	36
Total	71

9. Thus, in 1999, 24 per cent of the bodies had planning accuracy factors below 80 per cent; 76 per cent of the bodies had factors above 80 per cent. Fifty-one per cent of the bodies had planning accuracy factors of 90 to 100 per cent, or a decrease of 4 per cent over 1998.